

23 DEC 1980

MEMORANDUM FOR: Deputy Director of Logistics

STATINTL FROM:

Operations Officer, Logistics Services Division, OL

SUBJECT: OTS/DDS&T Work Orders

REFERENCE: Memo fm C/SS/OTS to C/RECD/OL, dtd 2 Dec 80,
Subject: Priority Listing of Outstanding
OTS Work Orders and SLUC Requests to GSA

1. Per your request we have reviewed the referenced memorandum and researched the status of each outstanding work order. The following paragraphs are a summary of that effort:

- A. Fire Escape for East Building: A report is currently being prepared by GSA Regional Office and is scheduled to be completed near the first of the year. Although this report may give us hope that this project is finally getting started, it will probably not result in an immediate product. Therefore, the following interim action has been taken.
1. GSA has modified six security grilles on the second floor to permit emergency exit. A chain ladder is being purchased and if it can be adequately anchored to the window sill, additional ladders will be provided for all exit windows.
 2. LSD has located several local suppliers of caged ladders that could be securely anchored to the exterior of the building. Material cost is approximately \$1,000 and would have 2 to 4 weeks order time.
- B. Installation of Catch Basin: GSA is studying an alternative solution to the flooding problem and will advise the Agency of their recommendation within two weeks.

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- C. Raise Manhole Covers: GSA will engage a private contractor to accomplish this task. Work is scheduled to start within 60 days.
- D. Exhaust Fan for Men's Room Central Building: GSA attempted to accomplish this work last summer, but were stopped by unknown OTS personnel for security reasons. This work has been rescheduled for January.
- E. Metal Cage for Air Conditioner at Central Building: This project was completed by GSA in early December 1980.
- F. Pigeon Droppings in Central Building: GSA will install screening and perform a general clean-up of the area in January.
- G. Landscaping and Clean-up of Exterior Grounds: GSA will do general clean-up of the grounds by mid January.
- H. Construct Vault Room 202 South Building: This project is underway and the electrical work is 100 per cent complete. Vault door which is a "B" label fire door needs to be purchased and installed.
- I. Repair Hand Rail on Stairway: GSA shops have surveyed the handrail and have not been able to determine a satisfactory method of correcting the condition.
- J. Construct Vault for Rooms 102 thru 115 South Building: This project is underway and sheet metal work is 100 per cent complete. Electrical work is scheduled to start in early January.
- K. Construct Vault Room 226 South Building: This project will start upon completion of item J.
- L. Construct Vault for Rooms 106 thru 108a Central Building: This project will start upon completion of item K.
- M. Paint Offices in Entire Complex: GSA has scheduled this work for FY-81, but specific dates are not available.
- N. Replace "B" Label Door Room 202: No schedule on this item.

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- O. Electrical and Plumbing Alterations to Room 106 Central Building: This is a new work order request submitted by RECD on 3 October. There is no start-up date for this project.
- P. Plumbing Connections for Room 16 South Building: A recent work order was submitted to GSA on 9 October. There is no start-up date for this project.
- Q. Paint Yellow Line in Parking Lot: This project has not yet been scheduled by GSA.
- R. Remove Fume Hood, etc., from Room 202 Central Building: This project is complete except for minor patching and painting. This project is scheduled for final completion in late January.
- S. Patch and Paint Rooms 237, 239, and 239A, South Building: This project has not yet been scheduled by GSA.
- T. Install Outlet in Room 112 South Building: This work has not yet been scheduled by GSA.
- U. Install Blackboard Room 9 South Building: This project is complete.
- V. Paint Door Room 240 South Building: GSA has scheduled this work in January.
- W. Install Plexiglas Windows in Room 331, South Building: This project is complete.

2. In an attempt to improve relations with the GSA State Group that serves the OTS complex, a LSD project officer will attend all GSA weekly scheduling meetings. Although this will diminish our services to other external buildings, we believe that establishment of personal rapport with GSA will accomplish much more than files of memoranda. In order to more fully establish a rapport, we have suggested to OTS/LOG that they also attend these weekly meetings.

3. LSD will continue to report on the progress of these projects and will keep you advised.

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4. In partial defense of GSA, it should be noted that a major \$80,000 renovation was completed for the ground and third floors of South Building in November 1980. Except for the fire escape and the catch basin project, the total value of all outstanding OTS reimbursable work orders is less than \$30,000.



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